

**CIA INTERNAL USE ONLY**

Chief, Administrative Staff

29 June 1962

Area Records Officer OL

[ ] Files

1. On 26 June 1962 the files [ ] were reviewed for the purpose of establishing a Records Retirement Schedule. The Post Engineer was engaged in conducting the opening of bids and did not have any time to devote to the Records Survey. The secretary [ ] attempted to explain the filing system and how different forms were utilized in preparing reports.

2. There were three key lock cabinets containing unclassified contract data which appeared to be current and in good shape. A large map cabinet for specifications and drawings was properly labeled and old drawings and specifications are destroyed when superceded.

3. There were three safes in the Secretary's office, one of which contained the material she considered retired. The other two contained a conglomeration of material dating as far back as 1951, unlabeled, and not even filed in folders. Also, there were three Kardex files containing cards with model numbers and location of equipment. No entries are made on these, therefore such an elaborate file is not justified.

4. The present condition of the files precludes setting up a Records Schedule at this time. It is recommended that a Records Management Analyst conduct a survey of these files and set them up in accordance with the established Agency Filing System. At the same time the use of numerous forms and the resulting end product could be analyzed.



Distribution:

Orig - Addressee  
✓ 1 - CIA Records Admin. Off.  
1 - OL File

OL/AS/R&S, [ ] (29 Jun 62)

**CIA INTERNAL USE ONLY**

TRANSMITTAL SLIP		DATE
TO: <b>CIA Records Admin Officer</b>		
ROOM NO. <b>604</b>	BUILDING <b>1016 16th St.</b>	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

GPO : 1957-O-439445

(47)